

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 28 October 1958

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FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 43, 21 October - 28 October 1958

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1. [ ] are attending the Senior Administrative Officers Conference at [ ]

2. The visual aids for the Name Check lecture were revised and brought up-to-date in keeping with recent changes in the Name Checking procedure.

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3. Mr. [ ] has drafted a brief article on the necessity for operational support training for overseas candidates. This article is being forwarded to the Chief, IS and Director, OTR for approval before submission for use in the Support Bulletin.

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4. Mr. [ ] is giving tutorial instruction in Class B Finance Procedures to Miss [ ] of the WH Division. Miss [ ] was unable to complete this portion of her training in the last running of Administrative Procedures.

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5. Mr. [ ] attended the Finance Division Staff Meeting.

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6. Miss [ ] returned to this office for one morning to help in conducting personal meetings. This added help was needed on this occasion as Mrs. [ ] were on leave and the new finance instructor, Mr. [ ] is taking the present running of Operations Support.

7. The air conditioning unit in our classroom was not working during the unseasonably hot weather during the past week. We reported this and the burned out lights above the blackboard repeatedly but neither were corrected in spite of our efforts and those of the Administrative Staff.

## Personnel Notes:

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Mrs. [ ] have returned from their holidays.

Document No. 89 3NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 13 March 1978 By: [ ]

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*Original approval for 1 Ops Sup. was expanded to 2 for Tues. and Wed. Col. White most cordial to both women.*

*for*

SECRET